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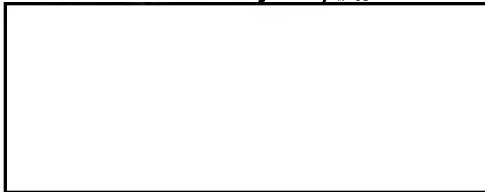
CSB/RR - M-19(s)

ORR CAREER SERVICE BOARD
Minutes of Special Meeting
30 July 1953

PRESENT

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Otto E. Guthe, AD/RR

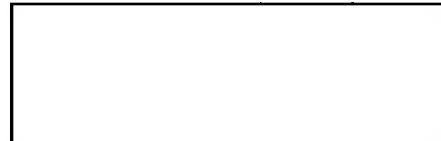


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A special meeting of the ORR Career Service Board was held this date to review the report prepared by the Chairman (in absence) and [redacted] in accordance with Item 13, CSB/RE - M-19, 23-24 July 1953. The report with minor changes was recommended approved by the Board, approved by the Assistant Director, and is attached as Tab A.

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TAB A
CSB/RR - M-19(s)
30 July 1953

FIRST ANNUAL REPORT OF THE ORR CAREER SERVICE BOARD

History

The ORR Career Service Board was established by [redacted] 24 July 1952, in accord with the terms of reference stated in [redacted] [redacted] 19 June 1952 (later rescinded and replaced by [redacted] 25 May 1953). The membership of the ORR Career Service Board consists of the Assistant Director (ex officio), the Executive (Chairman), the Training Liaison Officer, and the Chief of the Administrative Staff as permanent members, and three temporary members selected by the Assistant Director on the basis of a roster including all elements of the Office. The term of office of the temporary members is nine months.

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During the past year the CSB/RR has held 19 regular and 5 special meetings.

Summary of Activity of CSB/RR During the Reporting Period

The CSB/RR accepted responsibility for recommending action to the Assistant Director in

- a. all inter-Office transfers of professional personnel;
- b. all inter-division transfers specifically referred to the Board by the Assistant Director, Executive, or Chief, Administrative Staff;
- c. all changes from clerical to professional status;
- d. all professional promotions from GS-13 to GS-14; and
- e. all clerical promotions above GS-5.

CSB/RR also accepted responsibility for recommending action to the Assistant Director on all requests for subsidization of training beyond normal pay and allowances and all training requests involving absence from normal duty, with or without pay, for periods of 60 days or more, and established interim criteria for acting on such requests.

S E C R E T

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In addition to the above specific personnel actions, the Board adopted the following basic policy governing its consideration of requests for non-CIA training outside of normal working hours:

"The Board

- a. encourages training related to Agency activities undertaken by individuals on their own initiative and at personal cost (initiative of this type will be a factor in considering requests for additional training under Agency subsidization);
- b. will review with favor requests for training under Agency subsidization when such training is of direct benefit in improving the individual's performance in his assigned field of responsibility and/or has been specifically recommended by his superior; and
- c. considers training for advancement into another field of specialization -- e.g., clerical to professional or between professional disciplines -- to be the responsibility of the individual and, therefore, not subject to Agency subsidization, unless such training is requested of the individual by the Agency, or previous initiative of the individual in obtaining training at personal expense and for this purpose warrants special consideration."

Furthermore, the CSB/RR has reviewed and made recommendations on several proposals of the CSB/CIA and the Professional Selection Panel.

The Present Status of the ORR Career Service Board

The CSB/RR believes that it has established a minimum policy in all matters with which it is competent to deal. The CSB/RR does not believe that it has established minimum policy in all matters with which it is charged by [redacted] 25 May 1953, to deal.

Under the cited regulation, CSB/RR should, as a first order of business, establish a Career Service Program for ORR which would provide for the utilization and development of career employees including their training, assignment, rotation, and advancement. As an adjunct to the concern which the CSB/RR has for ORR personnel on duty with other Offices, the Board should insure the proper execution of rotation plans for career employees from other parts of the Agency who are assigned to ORR on rotation. CSB/RR should concern itself with working conditions and benefits which can strengthen morale among the ORR personnel. The Board should review the personnel intake of the Office with a view to insuring the acquisition of persons with career possibilities. The regulation further authorizes the CSB/RR to maintain supporting groups as appropriate for handling specialized functions within the Office which apply to the concept of

Security Information

career development. Of course, all of these points are included in a single statement of responsibility of the Board which appears as paragraph 5,c,(1) of the above-cited regulation, viz., "It is the responsibility of the (ORR Career Service Board) to advise (the Assistant Director) on all matters affecting the personnel of this (Office)."

In summary, it is the belief of the CSB/RR that it has not been as effective as it could have been during the past year. There are good and valid reasons why this is true. The Board believes that its effectiveness and usefulness can be enhanced if certain objectives of ORR are clarified. The Board feels that the personnel objectives in terms of the ORR mission need to be defined as a first step toward the establishment of ORR promotion, training, rotation, reassignment, and recruitment policies. Without knowing the long-range objectives of ORR, the Board considers itself not competent to formulate such policies.

Recommendations

That the Assistant Director appoint a committee to formulate a personnel policy in terms of the long-range objectives of ORR.

That the members of this committee include the Executive, the Special Assistant to the Assistant Director (in his capacity as Training Liaison Officer), Chief, Administrative Staff, Chief, Economic Research, Chief, Geographic Research, and Chief, Coordination.

That a final report of this committee be submitted to the Assistant Director not later than 1 October 1953.

That upon approval of the basic personnel policy by the Assistant Director, the CSB/RR be authorized to develop detailed promotion, training, rotation, reassignment, and recruitment policies within the framework of the basic personnel policy.

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[Redacted]
Chairman
ORR Career Service Board

APPROVED:

[Redacted]

OITO E. GUTH
Assistant Director
Research and Reports